



OFFICE OF PROCUREMENT SERVICES
315 WEST MAIN STREET, SUITE 416
PO BOX 7800
TAVARES FL 32778-7800

PHONE: (352) 343-9839
FAX: 352) 343-9473

www.lakegovernment.com

ADDENDUM NO. 1
RFP No. 12-0001, Auditing Service
Date: May 18, 2012

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum clarifies the proposal due date. **Proposal due date is May 24, 2012, 3:00 P.M.**

1. Change Section 1.3, Method of Award, "Technical proposals will be evaluated on the following" shall be changed to read:

Cost proposals will be evaluated and award will be made to the vendor who submits the overall proposal that is judged to provide the best value to the County.

2. Add the following paragraph to the end of Section 1.8, Insurance:

If it is not possible for the Vendor to certify compliance, on the certificate of insurance with all of the above requirements then the Vendor is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

3. Change Section 2, Statement of Work, General Scope, first paragraph, last sentence to read as follows:

The audit should be in accordance with auditing standards as generally accepted in the United States. Conducting audits in accordance with the auditing standards adopted by the Florida Board of Accountancy.

4. Add the following vendor preference information into under Section 4, Pricing/Certifications/Signatures:

Reciprocal Vendor Preference:

Vendors are advised the County has established, under Lake County Code, Chapter 2, Article VII, Sections 2-221 and 2-222; a process under which a local vendor preference program applied by another county may be applied in a reciprocal manner within Lake County. The following information is needed to support application of the Code:

1. Primary business location of the responding vendor (city/state):

2. Does the responding vendor maintain a significant physical location in Lake County at which employees are located and business is regularly transacted: ☐ Yes ☐ No If "yes" is checked, provide supporting detail:

5. What was the audit fees paid to the current Auditing Firm for the past two years?

*Board and Constitutional Officers: \$202,735 for both years.
Lake Sumter MPO: \$16,000 for both years.*

6. Were there any non-audit fees paid in the past two years?

Fee for special reports for court related functions and landfill financial assurance: \$3,735 for both years.

7. What is the earliest time frame for beginning year-end field work for the Board and each Constitutional Officer?

The dates listed in Section 1.10 are the earliest times for beginning year end fieldwork.

8. Clarify what is required on the "Similar Projects Form".

We are looking for County audits you have performed, the years and the fees.

9. Clarify the timing of the completion for the 2011 audit and what is expected to be performed differently for the 2012 audit.

Section 1.10 of the RFP is our plan for having the CAFR drafted. There are no changes for 2012.

10. Describe the MPO ad clarify the relationship with the County, including the timeframe of that audit and identification of who maintains the records for the MPO.

Note 1 to the financial statements describes the MPO and its relationship to the County. The MPO has a 6/30 year end. Fieldwork begins in August. We maintain the MPO's records. The 2011 financial statements will be available on our website.

11. Payroll information for the Tax Collector's Office is \$2,666,583.00.

12. Will the new ambulance service continue to be externally audited?

No

13. Will there be a separate audit for the ambulance services?

No, it is part of the Board Financial Statement.

14. How is the tax base?

Preliminary numbers have been given from the Property Appraiser for this year. The General Fund is dropping by 5.11% and the range across the County is 2.35 % to 17%.

15. Sixty-five million dollars (\$65,000,000) construction and government operation is from the 2000 bonds. The estimated completion of this construction is 10/2012. Bond rebates remaining.

16. Was there an expanded scope for the construction?

No, there were no special procedures.

17. What is the County's involvement with state medicade?

The County was involved with other counties against the state.

18. Payroll is handled internally except for EMS and they use an outside vendor.

19. The County banks with BB&T

20. Is there any other accounting software that we integrate?

Yes, we integrate with the following:

Fasgov

Board Revenue - Munis

Sheriff - Spillman

Clerk - Clerk View

Recording - Acclaim

EMS – Zoll (EMS does their own billing)

Fire – Telestaff

Section 8 - Happy

21. Utilize the "Revised Fee Schedule" attached.

22. The County has a self insured Health Plan and is a part of the Florida Retirement System. EMS is not a part of the Florida Retirement System. The Sherriff has a separate insurance and GASB plan.

23. Explain the Landfill Fund.

The County files with the Department of Environmental Protection that we can meet our obligations for the Landfill closures. We will be closing one (1) landfill this year.

24. What is the starting timeframe?

Interim work will begin through the summer. October starts the closing of the books. November starts field work. Draft from Auditor by November 15 and reports by January or earlier.

25. Barbara Lehman's Office drafts the CAFR

26. Were there any additional services provided other than audit services?

No

27. Do you anticipate the same number of major programs as in the prior year?

We expect fewer ARRA grants, but the rest of the major programs will be similar.

28. Is there a page limit to the technical narrative that is to be on firm letterhead?

No

29. Can the “team composition form” and the “similar projects form” be re-typed into Word versus copying the PDF forms?

Yes, as long as the content remains the same.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____

Revised 5/18/2012
RFP 12-0001, AUDITING SERVICE
PRICING SECTION

FEE SCHEDULE

Task Number	Item Description	Price
1.	Audit of the County's Comprehensive Annual Financial Report which includes the Board of County Commissioners, Clerk, Supervisor of Elections, Tax Collector, Property Appraiser and Sheriff	\$ _____
2.	<u>Auditor's opinion for special reports</u> 1. Statement of County Funded Court-Related Functions 2. DEP Report – Financial Assurance for Landfill Long Term Care and Closing Costs	\$ _____ \$ _____ \$ _____
3.	<u>Annual audit opinion for other entity for which the County prepares separate financial statements:</u> Lake Sumter Metropolitan Planning Organization	\$ _____
	Hourly rates (which may be used to calculate additional work efforts that may be requested). Partner \$ _____ per hour Manager \$ _____ per hour Senior Auditor \$ _____ per hour Staff Auditor \$ _____ per hour Clerical \$ _____ per hour	

Notes:

- Lake County is exempt from all taxes (Federal, State, Local). Pricing should be less all taxes. A tax Exemption Certificate will be furnished upon request.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.